

Walton on the Wolds Parish Council

RISK ASSESSMENT 2024

	Impact	Likelihood	Mitigation	Responsibility	Notes
Finance					
Theft of cash	H	L	No cash used	Clerk	See 2024 Financial Regulations adopted by the Council in June 2024. To be reviewed annually. Next review due May 2025.
Theft/loss of cheques	H	L	Cheque books kept securely Fidelity Guarantee Insurance Annual audit	Clerk	
Inappropriate payments	M	L	Financial Regulations Fidelity Guarantee Insurance Clerk's employment contract Annual audit	Clerk Council	
Payments not properly accounted for or supported by documentation	H	L	Financial Regulations Clerk's employment contract	Clerk Council	
Insurance ineffective or inadequate	M	L	Clerk to review policy details each year. Insurance arrangements to include Employers Liability, Fidelity, and Public Liability Insurance	Clerk	
Insurance claims badly handled	M	L	Claims monitored closely	Clerk	
Instability of the Council's chosen bank	L	L	Clerk to monitor the market and stay updated via LRALC and SLCC on current trends in parish council banking arrangements		
Incorrect payments	H	L	Review of payments at each Council meeting	Clerk Council	
Adequacy of precept	H	L	Precept decided on the basis of a budget drawn up in accordance with Financial Regulations, and a	Clerk Council	

			thorough analysis of spending to date and projected spending, and with consideration for current reserves levels.		
Precept request submitted on time	H	L	Financial Regulations Staff Training Reminders from Charnwood Borough Council and LRALC via Round Robin email	Clerk	
Property/assets					
Vandalism of burial ground	M	L	Insurance Regular inspections Vigilance of parishioners and councillors	Clerk Council	
Vandalism to benches	L	L	Insurance Regular inspections Vigilance of parishioners and councillors	Clerk Council	
Loss/theft of assets	H	L	Insurance Safe storage Regular physical checks Regular review and updating of asset register	Clerk Council	
Loss of value of assets	L	L	Safe storage Regular physical checks Regular review and updating of asset register	Clerk	
Loss/damage to paper records	H	M	Council records stored at the Clerk's home, Store valuable papers in secure fireproof container.	Clerk	

			Records not needed for everyday use to be relocated to the Leicestershire Records Office.		
Health and Safety					
Accidents at work	H	L	Health and safety training. Lone working training. First Aid Training.	Clerk	
Accidents while driving for council business	H	L	Insurance to cover travel for business purposes.	Clerk	
Meeting location meets adequate health and safety requirements	M	M	Parish Council meetings held in a venue that has appropriate facilities for the Cler, Council and members of the public	Clerk	To be reviewed annually
Pandemic	H	M	Follow guidance from LRALC on how to conduct Council business for the duration of the pandemic. Follow any statutory guidance.		
Council Procedures					
Important procedures not followed	H	L	Employment contract/appraisal process. Employment of competent clerk. Adequate staff training.	Council	
Negligence of the clerk	H	L	Employment contract/appraisal process	Council	
Poor behaviour of the clerk	H	L	Code of Conduct Employment contracts/appraisal process	Council	
Poor behaviour by councillors	H	L	Code of Conduct	Clerk Councillors	

Councillor propriety	M	L	Register of Interest forms completed and held by the Monitoring Officer at Charnwood Borough Council. Declaration of interests declared at meetings where relevant.		
Data					
Data protection	L	L	Council registered with ICO	Clerk	
Natural disaster	L	M	All data backed up off site	Clerk	
Theft/sabotage/cyber attack	L	L	Recovery and replacement via the cloud Insurance	Clerk	
Hardware/software failure	M	L	Insurance Replacement from reserve funds	Clerk	
Supplier/cloud failure	L	L	LRALC support and back-up plan. Supplier used is also used by almost all councils in the LRALC area and by the LRALC itself.	Clerk	
Personnel					
Sickness/absence of Clerk	H	M	Appointment of locum clerk via LRALC	Council	
Resignation of Clerk	M	M	Recruitment procedures. Contract in place according to NALC standard terms and conditions. Advertise vacancy through The Link and via the LRALC Round Robin.	Council	
Procurement					

	M	L	Council complies with the Financial Regulations and the Public Contracts Regulations 2015	Clerk Council	

Adopted at a meeting the Parish Council held on 1st July 2024

Minute ref: 2024/114

Review due May 2025